

CITY OF MIAMI SPRINGS
Human Resources Department

NOTICE OF EMPLOYMENT
CLERICAL ASSISTANT
SALARY RANGE: \$21,820 - \$32,355

This is a position in the Building & Zoning Department. Employee is responsible for related and associated clerical work including: answering phones, receiving the public, providing customer assistance, preparing and responding to citizen correspondence; maintaining well organized and up to date files and records.

GENERAL REQUIREMENTS:

- Excellent written and oral communication skills
- High School Diploma or GED
- Type 35 WPM
- Must be computer literate
- Must possess good organizational, office and administrative skills, be good with people and have experience with computer operations.
- Bilingual preferred (English/Spanish)

AT TIME OF APPLICATION, ALL CANDIDATES MUST SUBMIT THEIR DRIVER LICENSE, SOCIAL SECURITY CARD AND HIGH SCHOOL DIPLOMA OR HIGH SCHOOL EQUIVALENCY CERTIFICATE. VETERANS PREFERENCE WILL BE GIVEN IN ACCORDANCE WITH CHAPTER 22VP-1 OF THE FLORIDA ADMINISTRATIVE CODE, IF DD214 IS PRESENTED AT THE TIME OF APPLICATION.

PRIOR TO EMPLOYMENT, CANDIDATES WILL BE REQUIRED TO QUALIFY ON WRITTEN, ORAL AND COMPUTER EXAMINATIONS, BACKGROUND CHECK, AND COMPREHENSIVE MEDICAL EXAMS TO INCLUDE ALCOHOL/DRUG SCREENING.

APPLICANTS MUST APPLY IN PERSON: CITY OF MIAMI SPRINGS, HUMAN RESOURCES DEPARTMENT, 201 WESTWARD DRIVE, MIAMI SPRINGS, FL, MONDAY - FRIDAY, 8:00 A.M. - 4:00 P.M. ALL APPLICATIONS/RESUMES ARE PUBLIC RECORD. **NO FAX WILL BE ACCEPTED.** APPLICATIONS ACCEPTED UNTIL **4:00 P.M., FRIDAY, OCTOBER 6, 2006.**

NOTICE OF WRITTEN EXAMINATION WILL BE GIVEN AT TIME OF APPLICATION

ALCOHOL/DRUG-FREE WORKPLACE

Persons who need accommodation in order to apply for a City position should contact the Human Resources Department to make such request.

AN EQUAL OPPORTUNITY EMPLOYER MALE/FEMALE/DISABLED/VETERAN